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CREDIT CARD POLICY

SCOPE

The policy applies to all employees and elected members issued with a Council credit card.

PURPOSE

To establish guidelines for the use of Council issued Credit Cards to authorised users.

POLICY STATEMENT

That Council's Corporate Credit Cards are used for the purpose of purchasing goods and services that are within delegated authority and contained within Council's Annual Plan and Budget Estimates.

REFERENCES & RELATED DOCUMENTS

CG001 Credit Card Policy - Guidelines

DOC NO: CP001	VERSION NO: 1	APPROVAL DATE: 18 January 2018
RESPONSIBILITY: Director Corporate Services	APPROVED BY: Council	REVIEW DATE: